## Schedule Task

1. In the web, please click **My Print Queue** located on the right side of your screen near the top.

Putnam County School District	Account Preferences Exit ? Help Menu				
Financial Management         Account Management         Vendors         Purchasing         Accounts Payable         Accounts Receivable         Fixed Asset					
A Back List 🕨 🖩 Financial Management					
Jump to Other Dashboards My Time Off Status	Jump to Other Systems				

2. Select the item to schedule, then click the **Tasks** button.

My	Print Queue							1	🖞 🖶 ?
d.	Print Queue for							🖲 💩	View
	Date 🔻	Time	Report Description	Wait List #	Status	Time	Format	Current	Delete
1	01/10/2019 Thu	9:30 AM	Auditor General Export Report		Completed	00:00:01	PDF	<b>^</b>	Rerun
2	01/10/2019 Thu	8:25 AM			Completed	00:00:02	PUF		Convert to
3	01/10/2019 Thu	8:07 AM			Completed	00:00:01	PDF		Excel
4	01/10/2019 Thu	8:07 AM			Completed	00:00:01	PDF		View Status
5	01/10/2019 Thu	8:07 AM			Completed	00:00:01	PDF		Tasks
6	01/10/2019 Thu	8:07 AM			Completed	00:00:01	PDF		
7	01/10/2019 Thu	8:06 AM			Completed	00:00:06	PDF		Save This Report
8	01/10/2019 Thu	7:59 AM			Completed	00:00:06	PDF		Saved
9	01/10/2019 Thu	7:56 AM			Completed	00:00:00	UTILITY		Reports
10	01/10/2019 Thu	7:33 AM			Completed	00:00:00	PDF		Back
11	01/10/2019 Thu	7.27 AM			Completed	00.00.01	DDF		

3. Click Schedule This. (\*\*\*\*\*Please note\*\*\*\*\* If you need to update a previous scheduled task, please select Schedule Tasks to update/edit those tasks.)

Tasks		<b>(</b>
Schedule This	Create a Scheduled Task with the selected report/utility	
Scheduled Tasks	View all of your scheduled tasks	
Monitor This	Create a Monitoring Task with the selected report/utility	
Monitoring Tasks	View all of your monitoring tasks	
Cancel		



4. After setting the scheduled tasks parameters, please click the **Save** button. The report is now scheduled.

Task Monte * Status * Stat	Scheduled lask Maintenance			
* Tak Classrowski [under General Expost Report] * Skut New General Expost Report Report New Report Report New Report Re				
Tak cande be synchroned because there are associated templatic.       This valid schedule that report to run at 2 am on the night it is schedule. If needed, this can be changed.         * End Date:       (1)(1)(2)(2)       * start Time: (2)(2) at the tweet (1)(2)         Synchroned Weak       Courcereases of the Quy in the Hooth (1:3):       Days of the week: Determine what day you need the report to run. It is schedule the report to run at 2 am on the night it is schedule. If needed, this can be changed.         Synchrone You weak       Synchrone You weak       Synchrone You weak         Synchrone You weak       Synchrone You weak       Synchrone You weak         Synchrone You weak       Synchrone You weak       Synchrone You weak         Synchrone You weak       Synchrone You weak       Synchrone You weak         Synchrone You weak       Synchrone You weak       Synchrone You weak         Synchrone You weak       Synchrone You weak       Synchrone You weak         Synchrone You weak       Synchrone You weak       Synchrone You weak         Synchrone You weak       Synchrone You weak       Synchrone You weak         Synchrone You weak       Synchrone You weak       Synchrone You weak         Synchrone You weak       Synchrone You weak       Synchrone You weak         Synchrone You weak       Synchrone You weak       Synchrone You weak         Synchrone You weak       Synchron		Characterities and a Table Department of the Van and the statement of the Statement		
** Start Time: 02100 **       ** Start Time: 0220 **       This Will Schedule the report to run at 2 am on the night it is schedule. If needed, this can be changed.         Days of the Wesk       Description of the Next Wesk       Description of the Next Wesk       Description of the Next Wesk         Sectific Day of the Wesk       Description of the Next Wesk       Description of the Next Wesk       Description of the Next Wesk         Sectific Day of the Wesk       Description of the Next Wesk       Description of the Next Wesk       Description of the Next Wesk         Sectific Day of the Wesk       Description of the Next Wesk       Description of the Next Wesk       Description of the Next Wesk         Sectific Day of the Wesk       Description of the Next Wesk       Description of the Next Wesk       Description of the Next Wesk         Sectific Day of the Next Wesk       Description of the Next Wesk       Description of the Next Wesk       Description of the Next Wesk         Sectific Day of the Next Wesk       Description of the Next Wesk       Description of the Next Wesk       Description of the Next Wesk         Sectific Day of the Next Wesk       Description of the Next Wesk       Description of the Next Wesk       Description of the Next Wesk         Sectific Day of the Next Wesk       Description of the Next Wesk       Description of the Next Wesk Wesk of the Next Wesk Wesk of the Next Wesk		Skyward will create a <u>Task Description</u> by default. You can change this if you need.		
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If you want the recipients to also have a notification on their Skyward homepage         If you want the recipients to also have a notification on their Skyward homepage         If you want the recipients to also have a notification on their Skyward homepage         If you want the recipients to also have a notification on their Skyward homepage         If you want the recipients to also have a notification on their Skyward homepage         If you want the recipients to also have a notification on their Skyward homepage         If you want the recipients to also have a notification on their Skyward homepage         If you want the recipients to also have a notification on their Skyward homepage         If you want the recipients to also have a notification on their Skyward homepage         If you want the recipients to also have a notification on their Skyward homepage         If you want the recipients to also have a notification on their Skyward homepage         If you want the recipients to also have a notification on their Skyward homepage         If you want the recipients to also have a notification on their Skyward homepage         If you want the recipients to also have a notification on their Skyward homepage         If you want the recipients to also have a notification on their Skyward homepage         If you want the recipients to also have a notification on their Skyward homepage         If you want the recipients to also have a notification on their Skyward homepage         If you want the recipients to also have a notification on th	Days of the Week	<b>Days of the week:</b> Determine what day you need the report to run		
Specific Day of the Nonth (1-31)       Specific Day of the Nonth (1-31)         Specific Day (1-31):       Yee Month (1-6)         Months of the Year       Wardh Caprid	♥ Mon ♥ Tue ♥ Wed ♥ Thur ♥ Fri ♥ Sat ♥ Sun Occurrences of ti			
Specific Day (1-31):       Weeks of the Month (1-6)         Months of the Year:       By default, Skyward will also allow you to select specific Weeks of the Month or Occurrence of the Day in the Month.         Months of the Year:       By default, Skyward will schedule the report to run each month. Change if needed.         Additional Export Options       Spreadheet Format:       User: Preference         Spreadheet Format:       User: Needen       Test Export Location:         Test Manager       Months to Not Require Users to Log in to View Results From This Tak (2)         Expensional Control       If you want the recipients to also have a notification on their Skyward homepage when they sign into Skyward, then enter that name here. Click the Add button for each person required.         FTP - Upload the Results File to the Selected FTP Connection       FTP - Upload the Results File to the Selected FTP Connection		you need/want the report to run. In this example, I want the report to run on the		
Months of the Year       Image: Workthank (S of)         January (February (March (		1st of the month at 2 am. The drop down box will also allow you to select specific		
Months of the Year           Months of the Year     month. Change if needed.     month. Change if needed.     month. Change if needed.        Additional Export Options     Spreadsheet Format. User Preference     Spreadsheet Format.     Spreads	Specific Day (1-31): 1 Weeks of the Mon			
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Additional Export Options         Spreadsheet Format: User Preference         Spreadsheet Format: Will only apply to reports that produce spreadsheets         Email Results To:         Do Not Require Users to Log in to View Results From This Taxk (2)         Export Location:         Tesk Manager <sup>e</sup> Add to Notifications widget in SkyPort when completed.         User Selection:         Selected Names:         Selected Names:         FTP - Upload the Results File to the Selected FTP Connection	✓ January ♥ February ♥ March ♥ April ♥ May ♥ June	month. Change It needed.		
Spreadsheet Format: User Preference   Spreadsheet Format: Wide yappy to reports that produce spreadsheets   Email Results To: Do Not Require Users to Log in to View Results From This Tack ?   Export Location: Test Export Location	✓ July ✓ August ✓ September ✓ October ✓ November ✓ December			
Add to Notifications widget in SkyPort when completed.         User Selection:         Selected Names:         SavEEADAGGO - SAVLER ADAMI C         Remove All    If you want the recipients to also have a notification on their Skyward homepage when they sign into Skyward, then enter that name here. Click the Add button for each person required. FTP - Upload the Results File to the Selected FTP Connection	Spreadsheet Format: User Preference  Spreadsheet Format will only apply to reports that produce spreadsheets Email Results To: Do Not Require Users to Log in to View Results From This Task  Export Location: ?			
User Selection: <ul> <li>Add</li> <li>Selected Names:</li> <li>SAYLER ADA800 - SAYLER ADAM C</li> <li>Remove All</li> </ul> If you want the recipients to also have a notification on their Skyward homepage when they sign into Skyward, then enter that name here. Click the Add button for each person required.           FTP - Upload the Results File to the Selected FTP Connection	Task Manager			
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	Terrore T	when they sign into Skyward, then enter that name here. Click the Add button		
FTP Connection: Clear	FTP - Upload the Results File to the Selected FTP Connection			
	FTP Connection: Clear			